

**RECOMMENDED READING LIST****FOUNDATION****Communication Skills**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
Perfect Communications	Leigh/Maynard	Random House	099410060
Mastering Business Communications	Woolcott/Unwin	MacMillan	0333335295
Mastering Communications	Stanton	MacMillan	0333665090
Communication at Work	Melrose	Pearson Education	027362055X
Business Communications Today	Bovee/Thill	Pearson Education	0130845132

**Arithmetic**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
A Complete GCSE Mathematics Higher Course	Greer	Stanley Thornes	0748715991

**Computing Awareness**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
GCSE Computer Studies For You	Doyle	Stanley Thornes	0748703810
Computers at Work	Bishop	Edward Arnold	0713174706

**Book Keeping**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
Book Keeping and Accounts	Wood	Pearson Education	0273626957

**Office Practice**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
Office Skills	Foster	Stanley Thornes	074871796X

**DIPLOMA****Information Technology 1**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
Computer Science	French	DP Publ./Letts	1858051649
Business Information Systems	Clifton/Sutcliffe	Pearson Education	0131079700
Data Processing & Information Technology	French	DP Publ./Letts	1858051711
Computer Studies Through Applications	Kennewell	Oxford Univ. Press	198327447

**Business Communications**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
Guide to Managerial Communication	Munter	Pearson Education	0130133817
People, Communication and Organisations	Evans	Pearson Education	0273032690

**Information Technology 2**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
Computer Science	French	DP Publ./Letts	1858051649
Business Information Systems	Clifton/Sutcliffe	Pearson Education	0131079700

**Programming Project**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
Program Design Using JSP	King/Pardoe	MacMillan	0333576748
Project Skills Handbook	Rogerson	Chartwell Learn/Dev	0862381460

**Financial and Quantitative Methods**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
Business Accounting Volume 1	Wood/Sangster	Pearson Education	0273637428
Business Accounting Volume 2	Wood/Sangster	Pearson Education	0273637436
Business Mathematics & Statistics	Francis	DP Publ./Letts	1858051401
Statistics	McClave/Sincich	Pearson Education	0130223298
Financial Accounting	Melville	Pearson Education	0273634399

**Microcomputer and Networked Systems**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>
Local Area Networks	Hodson	DP Publ./Letts	1858052300
The Essence of Distributed Systems	Crichlow	Pearson Education	013015167X
Network Management	Subramanian	Pearson Education	0201357429
The PC Support Handbook	Dick	Dumbreck Publishing	0952148463

**RECOMMENDED READING LIST****HIGHER DIPLOMA****Systems Analysis and Design**

Title	Author	Publisher	ISBN
Introducing Systems Analysis	Skidmore/Wore	MacMillan	0333721411
Introducing Systems Analysis & Design	Yeates/Shields/Helmy	Pearson Education	0273600664
Management of Information Systems	Laudon/Laudon	Pearson Education	0130156825
Introduction to SAD - A Structured Approach	Kendall	Irwin/McGraw	0071153527

**Applications Development**

Title	Author	Publisher	ISBN
Project Management for Information Systems	Yeates/Cadle	Pearson Education	0273620193
Introducing Systems Analysis	Skidmore/Wore	MacMillan	0333721411
Introducing Systems Design	Skidmore/Wore	MacMillan	0333721404
Dynamic Systems Development Method - The Method in Practice	Stapleton	Pearson Education	0201178893

**Networking**

Title	Author	Publisher	ISBN
Applied Data Communications	Goldman	Wiley	0471170674
Local Area Networks: A Client/Server Approach	Goldman	Wiley	0471141623
Local & Metropolitan Area Networks	Stallings	Pearson Education	0132537338
Data and Computer Communications	Stallings	Pearson Education	0130843709
Distributed Information Systems	Simon	McGraw-Hill	0077090764

**Software Engineering**

Title	Author	Publisher	ISBN
Software Engineering	Sommerville	Pearson Education	0201427656
Software Engineering - A Practitioner's Approach	Pressman	McGraw-Hill	0070521824

**Management of Information Systems**

Title	Author	Publisher	ISBN
Essentials of Management Information Systems	Laudon/Laudon	Pearson Education	0130819735
Management Information Systems	Davies/Olsen	McGraw-Hill	0071134220
Information Systems Management in Practice	McNurlin/Sprague	Pearson Education	0138960933
Information Systems for Managers	Reynolds	West (intl Thompson)	031404597X
Information Systems: A Managers Perspective	Alter	Pearson Education	02011351099
Strategic Management & IS - An Integrated Approach	Robson	Pearson Education	0273615912
Articles on Ethics	Rogerson	IMIS Journals	

**Business Information Technology**

Title	Author	Publisher	ISBN
Information Technology for Management	Turban	Wiley	0471178985
Information Systems & The Internet	Laudon/Laudon	Harcourt Brace	030247977
Transforming the Business: the IT Contribution	Moreton/Chester	McGraw Hill	0077092430
Business Information Systems	Curtis	Pearson Education	0201331365
Business Information Systems	Nickerson	Pearson Education	0321013786

**GRADUATE DIPLOMA****Human and Computer Aspects**

Title	Author	Publisher	ISBN
The Essence of Human Computer Interaction	Faulkner	Pearson Education	02016276698
Understanding Organisations	Handy	Penguin Books	0140156038
Case Studies in Information & Computer Ethics	Spinello	Pearson Education	013533845X
Computer Security Handbook	Hutt/Bosworth/Hoyt	Wiley	0471019070
Computerisation and Controversy	Kling	Harcourt Brace	0124150403

**Database Design**

Title	Author	Publisher	ISBN
Database Systems	Connolly/Begg/Strachan	Pearson Education	0201342871
Object Oriented Modelling & Design for Database Applications	Blaha/Premerlani	Pearson Education	0131238299
Fundamentals of Database Systems	Eelmasri/Navathe	Pearson Education	0805317538
The Essence of Databases	Rolland	Pearson Education	0137278276
Inside Relational Databases	Whitehorn/Marklyn	Springer-Verlag	354076092X
Advanced Database Systems	Zaniolo/et al	Harcourt Brace	155860443X
The Database Warehouse Toolkit	Kimball	Wiley	0471153370

**Information Systems Engineering**

Title	Author	Publisher	ISBN
IS Development Methodologies, Tools and Techniques	Avison/Fitzgerald	McGraw Hill	0077092333
Understanding and Evaluating Methodologies	Jayaratra	McGraw Hill	0077078829
Practical Soft Systems Analysis	Patching	Pearson Education	0273032372
Dynamic Systems Development Method - The Method in Practice	Stapleton	Pearson Education	0201178893
Applying UML and Patterns	Larman	Pearson Education	0137488807
Introduction to Object Oriented Analysis	Brown	Wiley	0471110280

**RECOMMENDED READING LIST****Business, Systems and Strategy**

Title	Author	Publisher	ISBN
Strategic Management and Information Systems	Laudon/Laudon	Pearson Education	0130819735
Managing Information Across the Enterprise	Pagecki/Demichiel	Wiley	0471127191
Management Information Systems	O'Brien	McGraw Hill	0071158111
Transforming the Business: The IT Contribution	Moreton/Chester	McGraw Hill	0077092430

Management Information Systems: The Manager's View  
Management Information Systems  
Information Technology For Management  
The Essence of Business Process Re-engineering  
Corporate Information Systems Management  
Information Systems Management in Practice

Schultheis/Summer  
McLeod Jr  
Lucas  
Peppard/Rowland  
Applegate/McFarlan  
McNurlin/Sprague Jr

Irwin/McGraw  
Pearson Education  
McGraw Hill  
Pearson Education  
McGraw Hill  
Pearson Education

0071155481  
0138565848  
0071154272  
0133107078  
0071160124  
0138960933